

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION**

REVENUE AGENT FIELD MANAGEMENT SUPERVISOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional supervisory positions located within the Department of Revenue, which supervise employees involved in enforcing tax compliance programs. Because of the wide variety of ways in which position can be structured, it is recognized that this classification specification is not intended to identify every duty, which may be assigned to positions, but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

The positions in this classification are professional supervisory positions located within the Department of Revenue, which supervise a district field compliance unit involved in enforcing tax compliance programs.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definition of supervisor as defined in Wis. Stats. 111.81(19) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which are not located within the Department of Revenue.
3. All other positions, which are more appropriately, identified by other classification specifications.

4. Positions within the Department of Revenue that supervise employees that perform central office functions involved in enforcing tax compliance programs and would be more appropriately classified as Revenue Agent Supervisor

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

REVENUE AGENT FIELD MANAGEMENT SUPERVISOR

This is highly responsible tax compliance supervisory work. Positions allocated to this class supervise a district field compliance unit including all field compliance programs and office compliance functions of the unit. These positions are also responsible for overseeing special investigations in very complex or large liability cases, ensuring the effectiveness of the compliance program and conformance with divisional policy. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective March 12, 2000 as a result of the broadbanding study and announced in Bulletin CLR/SC-109 to describe professional supervisory positions located within the Department of Revenue, that supervise a district field compliance unit involved in enforcing tax compliance programs. In addition, the Revenue Agent Supervisor 3 classification has been abolished.

TLWWAM
67680